

## **PURCHASING OPERATIONS MANAGER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Purchasing Operations Manager exists is to manage one of the following programs: centralized receiving, stores and warehouse; graphics and mail; or payment processing, facilitating the customers interaction with these programs to support the goals of the organization and provide quality service in the Purchasing Department. This classification is supervisory. Work is performed under independent supervision by the Purchasing Director.

### **ESSENTIAL FUNCTIONS**

Supervises, trains, and conducts performance evaluations and other personnel-related activities for staff in the work area; produces and reviews statistical records; analyzes workload and management information statistics to adjust to meet organizational needs; prepares and monitors the work unit budget; and is responsible for the quality and quantity of work produced.

Maintains equipment in good working order through coordination with maintenance contractors and ensures safe use of equipment pursuant to City guidelines.

Purchases the City's stores inventory, the work unit's operating supplies and/or vendor-provided graphics, and copying and/or mail services.

Maintains the integrity and accuracy of data in automated systems.

Manages all centralized receiving and surplus property according to City guidelines and conducts City auctions and other surplus sales.

Manages the processing of all purchase and restock orders and vendor invoices.

Manages all aspects of graphics production, forms management, and in- coming/out-going City mail

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:  
(Depending on assignment)  
Methods and principles used in modern warehouse procedures.  
General purchasing procedures.  
Hazardous materials and safety techniques.  
The operation and maintenance of high volume reproduction equipment.  
Printing, bindery, and duplicating techniques.  
Current postal regulations.  
Mailroom practices and procedures.  
Mailing equipment use and maintenance.  
Principles and practices of supervision and training techniques.

Ability to:  
Lift and carry forms, supplies, boxes and files weighing up to 50 pounds.  
Operate a variety of standard office equipment including a computer, a variety of computer software, copy and facsimile machines, telephone, calculator, and material handling or

graphics/mail equipment that require continuous and repetitive arm or hand and eye movement.  
Prepare and analyze statistical reports and budgets.  
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.  
Handle multiple priorities and work under pressure.  
Comprehend and make inferences from written material and verbal and/or complex written instructions.  
Communicate courteously and respectfully both orally and in writing.  
Establish and maintain effective working relationships with co-workers, vendors and City staff at all levels.  
Maintain regular consistent attendance and punctuality.

**Education & Experience**

Any combination of education and experience equivalent to a high school diploma or GED and five years progressively responsible experience and good working knowledge in one of the three work areas (receiving/stores, graphics/mail, or payment processing) with a minimum of two years as a supervisor.

Must have current, valid Arizona driver's license with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified